

4 FEB 1969

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MEMORANDUM FOR: CIA Records Management Board

SUBJECT : Quarterly Report of Intelligence
Directorate

25X1A During the last quarter of 1968, Intelligence Directorate components reviewed 7,540 cubic feet of records, either [REDACTED] or those recalled and reviewed at Headquarters. Of our total holdings, a net of 3,104 cubic feet were authorized for removal from the center through destruction or transfer to other government agencies having responsibility for them. This amounts to seven per cent of our total holdings there, including inactive records, vital records, and supplemental distribution. The reduction in inactive records is 16.2 per cent.

While the purge of inactive and vital records will continue, it now appears that supplemental distribution records may be the category where the greatest savings can be made. These account for almost half of our holdings at the center. One office, OER, reduced its supplemental distribution sixty per cent after studying its methods of handling these records and the users' needs.

The records management program continues to receive the support of the DDI, the personal attention of the A/DDI, and the direction of the Administrative Staff through the Records Management Officer.

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[REDACTED]
Chief, Administrative Staff
O/DDI

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